

Multi-Family loan CHECK LIST

Please
Check off

Owners Certificate of Continuing Program Compliance (one is needed for each project)

_____ Owners Certification is attached

_____ All sections of the form are complete.

_____ All questions are answered.

_____ Form is signed.

_____ Form is notarized.

Certification of Tenant Eligibility & Income Verification

(MBOH forms must be used unless you have received prior approval)

_____ Certifications for all households that lived in a unit during the year are attached.

(this includes noting move-out date for households that have vacated a unit)

_____ All information has been completed on each certification.

_____ Certifications have been signed by tenants under penalty of perjury

_____ Certifications have been signed by manager.

Questionnaire

_____ Answer all questions.

_____ Sign and date.

Information Update

_____ Information Update is attached.

_____ Owner information has been completed.

_____ Management Information has been completed.

_____ On-site manager information has been completed.

Operating Survey

_____ Operating Survey is attached.

_____ Operating Survey has been completed for most current operating year.

Unit by Unit History

_____ This is a detailed schedule showing all activity for each unit for the entire calendar year.

Year End Unit by Unit listing

_____ This is a listing of all household in each unit at the end of the calendar year.

THIS FORM MUST BE COMPLETED, AND RETURNED WITH THE REST OF THE DOCUMENTS LISTED ABOVE. THEY MUST BE RECEIVED BY MBOH ON OR BEFORE JANUARY 25, 2006.